

## HOW TO CHECK THE PUBLIC CALENDAR TO SEE UPCOMING EVENTS AT YOUR LOCATION (Community Calendar)

The public calendar is at: <https://events.dudesolutions.com/ecasd/site/communitysite/?view=>

The calendar usually opens by displaying a list of events scheduled District-wide, within a range of 180 days, beginning on the current date.

You can choose how to view the events (Cards, Calendar, List), by selecting a different icon for **VIEW TYPE**.

If you Click on **VIEW BY**, you will get a drop-down menu of various date ranges by which to view events.

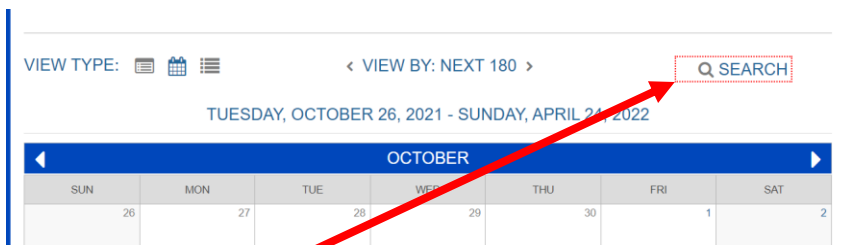
The left screenshot shows the 'VIEW TYPE' dropdown set to 'Cards' and the 'VIEW BY' dropdown set to 'Next 180'. The right screenshot shows the 'VIEW TYPE' dropdown set to 'List' and the 'VIEW BY' dropdown set to 'Next 180'. Red arrows point from the text above to the corresponding dropdown menus in both screenshots.

(For image below, the **Calendar Icon** was selected for **VIEW TYPE**; and **Month** was selected for **VIEW BY**).

Use left and right arrows in the **VIEW BY** area to move the date range ahead or back.

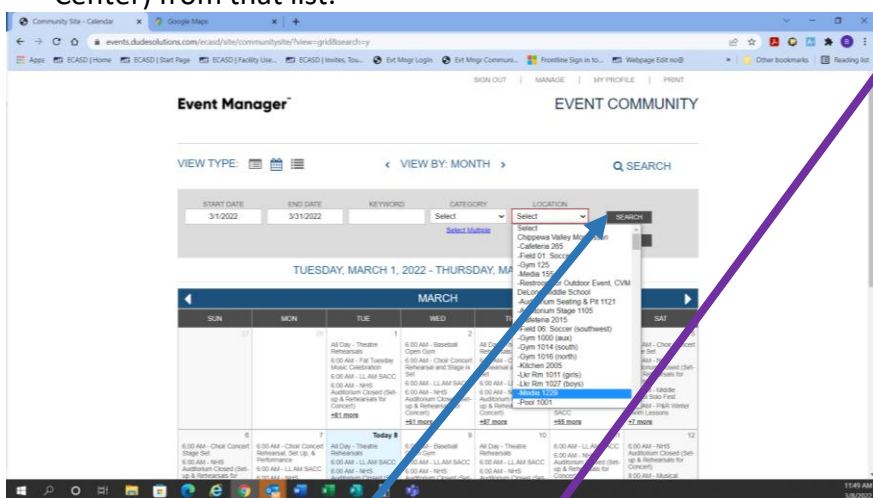
The screenshot shows a monthly view for March 2022. The 'VIEW TYPE' dropdown is set to 'Calendar' and the 'VIEW BY' dropdown is set to 'Month'. Red arrows point from the text above to the 'VIEW TYPE' and 'VIEW BY' dropdown menus. The calendar grid shows events for each day of the month, with some days having multiple events listed.

If you wish to see what is scheduled in a specific space(s) at a specific time, or you want to see if a specific space(s) is available for use, you can use the **SEARCH** feature to narrow/define what to display.



When you click on **SEARCH** in the upper right corner, you will be provided with filter boxes.

You can click the dropdown arrow in the **LOCATION** box and select the room you want (e.g. Delong Media Center) from that list.

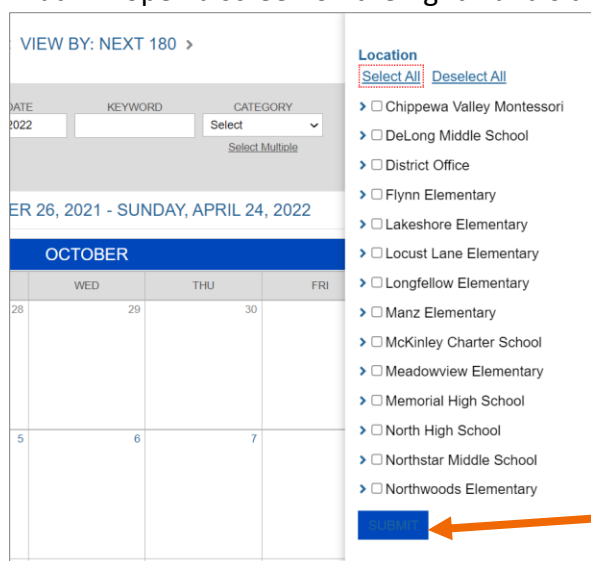


Then click the smaller **SEARCH** button to see just the events scheduled in that space.

Use the **START DATE** and **END DATE** boxes to narrow the search to just the dates you want to view.

OR you can click on **SELECT MULTIPLE** under the Location Box.

That will open a screen on the right-hand side of the page that lists each of our sites.



When you click on the arrowhead to the left of the site name, a list of rooms/areas at that site drops down (**NOTE: be sure you click on the arrowhead and not in the check box in front of the school name. If you check the box in front of the school/building name, you will see events scheduled in every room/area at that site—even though they are not check in the sub-list).**

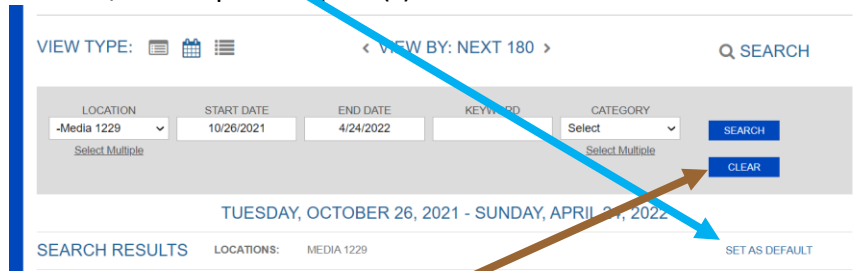
Then click in the box in front of each of the rooms you want to search. **NOTE:** This is my preferred way to search—even if I'm only selecting one room/space. I find this list much easier to read than the drop-down list under locations.

When done selecting your rooms(s), Click the **SUBMIT** button.

The calendar will then indicate your **SEARCH** results and display just the events scheduled in the room/area(s) you've selected, during the time frame you've indicated.

If this is a space you always want to check, you can set this search as your default search.

Click on **SET AS DEFAULT**; then each time you open the public calendar it will show you what is scheduled in that/those specific space(s).



The screenshot shows a search interface with the following elements:

- VIEW TYPE: [Icons for list, calendar, and grid views]
- < VIEW BY: NEXT 180 >
- Q SEARCH
- LOCATION: -Media 1229 (dropdown menu with "Select Multiple" link below)
- START DATE: 10/26/2021
- END DATE: 4/24/2022
- KEYWORD: (empty text field)
- CATEGORY: Select (dropdown menu with "Select Multiple" link below)
- SEARCH button
- CLEAR button
- TUESDAY, OCTOBER 26, 2021 - SUNDAY, APRIL 24, 2022
- SEARCH RESULTS
- LOCATIONS: MEDIA 1229
- SET AS DEFAULT button

Two arrows are drawn on the image: a blue arrow pointing from the text "SET AS DEFAULT" in the paragraph above to the "SET AS DEFAULT" button, and a brown arrow pointing from the text "CLEAR" in the paragraph below to the "CLEAR" button.

**A couple of things to remember:**

- **CLEAR** these results if you want to look at the entire calendar or for something else.
- The calendar does not include setup or breakdown times that may have been scheduled for an event.